

Memo

To: Teachers and Administrators
From: Jeremy Burton, HAVA Outreach Coordinator
CC: Todd Rokita, Secretary of State
Date: 4/26/2010
Re: Request for 2010 Summer Intern applications

The Help America Vote Act of 2002 (HAVA) designated federal money for use by the states in order to update election systems and procedures. This office was created to manage the administration of these funds for use in outreach efforts to voters and poll workers on numerous topics, including: the photo ID requirement, provisional ballots, voting systems, accessibility and the Statewide Voter Registration System. We are seeking an intern to assist in the office with numerous outreach initiatives. Excellent communication skills, drive and dedication are essential. Previous election experience is not necessary. The HAVA intern is expected to work Monday through Friday 8:00 AM to 4:30 PM or 9:00 AM to 5:30 PM. Please contact Jeremy Burton, HAVA Outreach Coordinator for more information or to submit a resume at jdburton@sos.in.gov. This internship includes a small stipend. Candidates should be prepared to start the internship on May 24, 2010.

2010 HAVA Summer Intern

1. Assist the Outreach Coordinator in outreach events such as the Home Care and Hospice Conference, the Community Juvenile Conference, the Black Expo, the first week of the Indians State Fair, and other outreach events throughout Indiana.
2. Take a leadership role in organizing the 2010 Indiana Kids' Election.
3. Review and update office strategy to reach college-age voting population and Hispanic voters.
4. Update office PowerPoint presentations on civic engagement.
5. Assist in administrative duties, including statewide mailings and material preparation for events.
6. Learn about state government through joint events with the 2010 Secretary of State Summer Fellows.
7. Assist with various administrative duties in preparation for the 2010 General Election